Mobile Training Guide – iOS and Android

RingCentral® moodle Mobile Instructions

Table of Contents

RingCentral Moodle Mobile Instructions

RingCentral Start-Up Guide

What are RingCentral Meetings?
RingCentral Meetings is a video conferencing platform that HDMC and CCC uses to host lectures for online courses.

Installing RingCentral Meetings App
Install **RingCentral Meetings** on your iPhone, iPad, and Android phones and tablets through the iTunes App Store or Google Play.

How to Join a Meeting
To access HDMC's and CCC's **RingCentral Meetings**, locate the link that is included in your Moodle account as "Lecture Session" (*See Page 6 for accessing Lecture Session*)

Lecture Session not loading? Go to meetings.ringcentral.com and manually insert the Meeting ID provided to you on Moodle.

NOTE: It is important that you join the meeting with your full name. DO NOT put a nickname as your Screen Name.

IMPORTANT: Once you have logged in, you must give permission for the app to access your microphone.

Before joining into a meeting, please view the Mobile Controls guide on the next page.

Copyrighted and produced by Legacy Education, LLC 03.2020mh
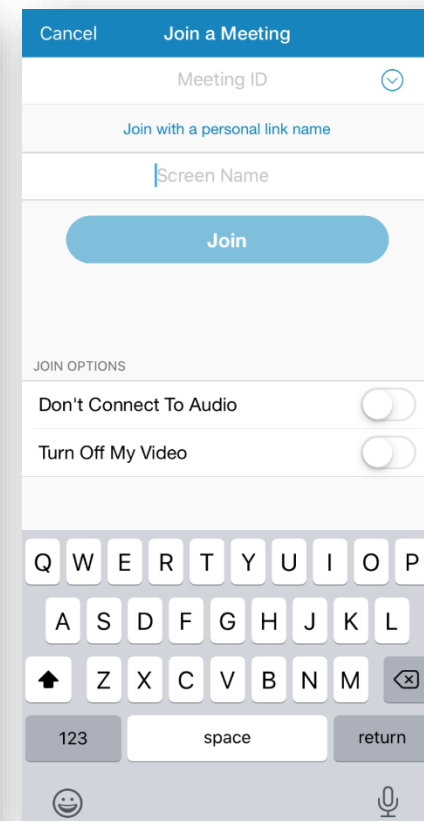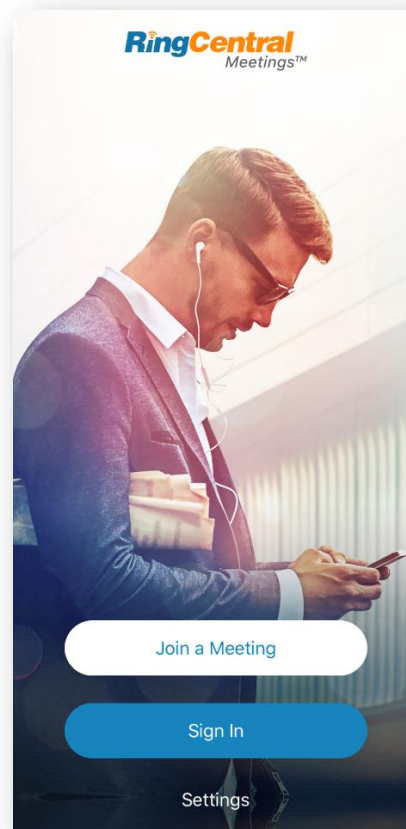
RingCentral moodle Mobile Instructions

RingCentral Start-Up Guide

Mobile Controls – iOS and Android

a. **Join Audio/Mute**: Dial in or call via device audio then mute or unmute microphone
b. **Start/Stop Video:** Choose to use a front, back, or no camera
c. **Share Content**
d. **Participants:** Open the participants list to view more controls
e. **More:** View more actions
f. **Leave:** To leave the meeting

How to "Raise Hand"

Click on the "More" button located at E and click on "Raise Hand." This will notify the host that you have a question or comment without interrupting the speaker.
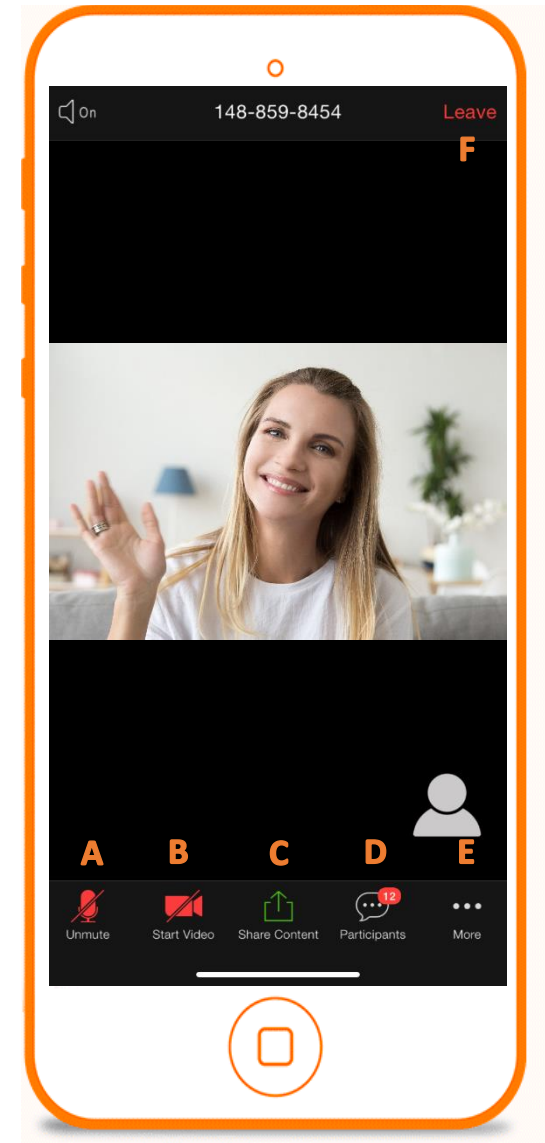
How to Chat Participants

Click the "Participants" tab and locate the "Chat" button at the bottom of the participant list. You will be directed to the chat box where you can message one or all the participants.

NOTE: Each device is different and controls may vary. Further device controls can be located on https://support.ringcentral.com/s/meetings
If you have issues, please contact **helpdesk@hdmc.edu**

Copyrighted and produced by Legacy Education, LLC 03.2020mh

RingCentral® moodle Mobile Instructions

Moodle Start-Up Guide

What Is Moodle?
Moodle is the learning management platform for Legacy's online classes. You will access and turn in all courses, assignments, tests, and homework through this online platform.

Logging In – iOS and Android
Download the Moodle App onto your mobile device. Enter the following URL for HDMC's Moodle Site:

https://legacycareer.learnpearson.com

OR

You can access HDMC's and CCC's Moodle Site by going to: www.hdmc.edu and www.centralcoastcollege.edu and locating the "Student Learning Login" tab or "Student Login" tab.

Next, enter your Username and Password that have been provided to you from your institution via email.

After your initial login, you will be prompted to change your password before continuing. You must confirm "YES" to the Site Policy Agreement to continue.

If you have issues accessing your Moodle Account, please contact **helpdesk@hdmc.edu**

moodle

Please enter the URL of your Moodle site. Note that it might not be configured to work with this app.

https://legacycareer.learnpearson.com

Connect!

LEGACY EDUCATION
High Desert Medical College   CENTRAL COAST COLLEGE
a Legacy Education Institution   a Legacy Education Institution

Legacy Education

https://legacycareer.learnpearson.com

firstinitiallastname

Welcome1!

Log in

Forgotten your username or password?

Copyrighted and produced by Legacy Education, LLC 03.2020mh

RingCentral® moodle **Mobile Instructions**

Moodle Start-Up Guide

First Look – iOS and Android
Upon logging in, you are directed to your account's Dashboard. Your Dashboard displays your current courses and assignments.

Dashboard Overview
1. **Site Home/Dashboard**
2. **Calendar**: View due dates and important dates
3. **Notification**s: Notifies assignments that are due
4. **Grades**: View course grades

Click on the Course to enter the "Course Page."

Course Page Overview
a. **Announcements:** Messages from instructors
b. **Syllabus:** Contains a file of your course syllabus
c. **Lecture Link (RingCentral Link):** This is the link to your RingCentral lecture that will take place every day.
   NOTE: If the Lecture Session link does not work, use the RingCentral desktop or mobile app and manually insert the Meeting ID.
d. **Grades:** To view grades for submitted assignments.
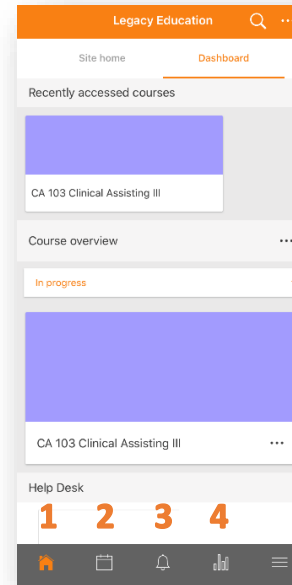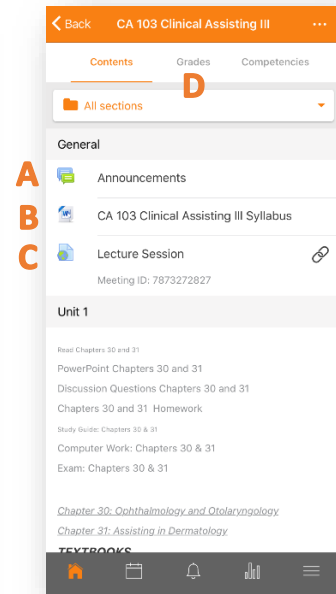
Dashboard   Course Page

RingCentral moodle **Mobile Instructions**

Moodle Start-Up Guide

Course Page Continued
Each course is sectioned into Units. Each unit contains a series of PowerPoints, study guides, discussion posts, homework, and assignments to accompany the lectures.

How to Post and Reply on Discussion Board
Within the Unit overview, locate and open the Discussion Board you would like to respond to. On the bottom right, locate the "+" button to add a new discussion topic.
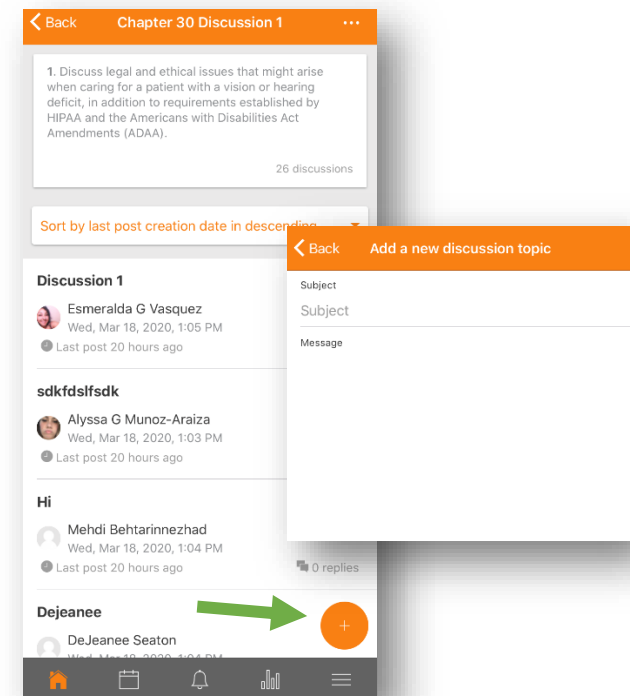
Click "Post to Forum" to add your response.

NOTE: Moodle support

Responding to Post
On the Discussion Board, choose and open the post you would like to respond to. Locate the "Reply" button on the bottom of the post. Type your response and post to forum.
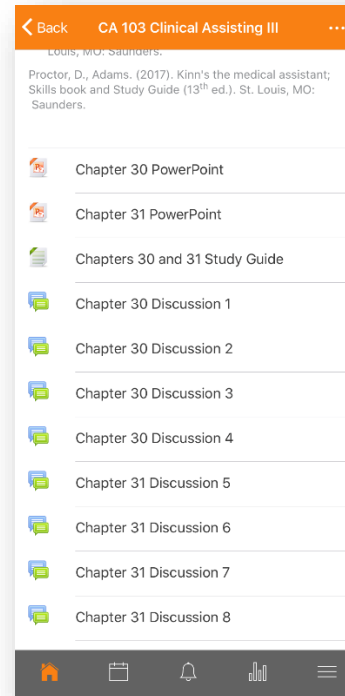
PowerPoints, Study Guides, and Discussion Posts for the Unit

View of a Discussion Board

RingCentral moodle Mobile Instructions

Moodle Start-Up Guide

Homework Submission

Each unit has a series of assignments and homework that requires completion. All homework and assignments can be submitted as any format including: Word documents, photos, PDFs, or scans.

### How to Upload Homework/Assignments

Within the Unit overview, locate and open the homework or assignment post you would like to submit.

Click the "Add Submission" button and click "Add File"

Choose the file format and select the file. Once the file has been selected, click "Save" on the top right corner to confirm your submission.

NOTE: To edit your submission, click into the assignment and locate the "Edit Submission" button.

If you have any issues navigating the app or accessing assignments, please contact helpdesk@hdmc.edu
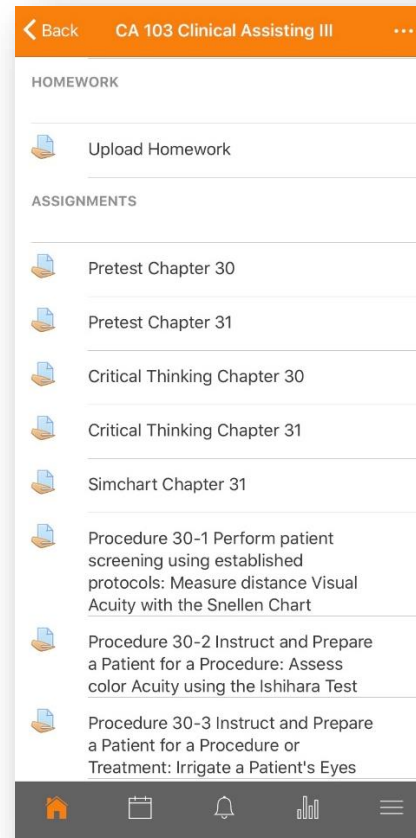
List of Homework and Assignments requiring submission.
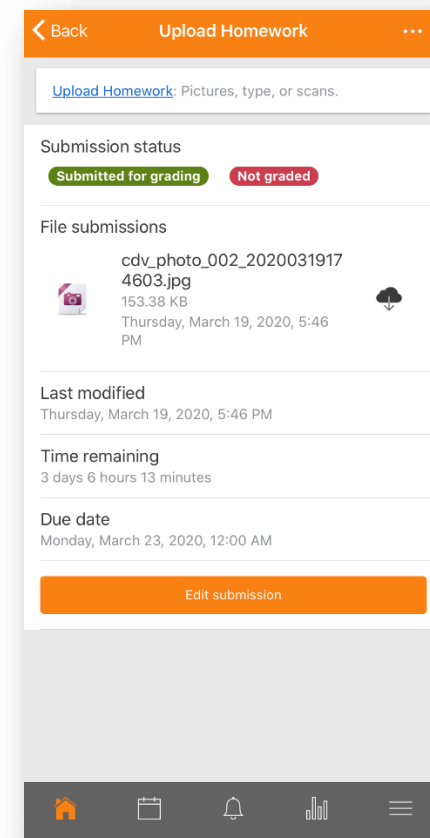
Assignment submission page with "Edit Submission" button located on the bottom.

Copyrighted and produced by Legacy Education, LLC 03.2020mh

Moodle Mobile Instructions

Moodle Start-Up Guide

Moodle Profile

Upon logging into your Moodle Account, it is important to upload a profile picture. This can be done by locating the account details tab on your mobile app.

Within the account details tab, select your profile on the top.

Click on the "Edit" icon next to your profile icon.

Select the photo format and upload the photo.

Your profile picture will automatically be saved.

Copyrighted and produced by Legacy Education, LLC 03.2020mh